

# 15 Finance-At a Glance



Budget Summary		2004-05	2005-06	2006-07
	<b>Expenditures and Transfers:</b>			
	GSD General Fund	\$ 1,179,400	\$ 1,359,700	\$ 1,440,800
	Special Purpose Fund	9,620,100	11,569,200	12,952,000
	<b>Total Expenditures and Transfers</b>	<b>\$10,799,500</b>	<b>\$12,928,900</b>	<b>\$14,392,800</b>
	<b>Revenues and Transfers:</b>			
	Program Revenue			
	Charges, Commissions, and Fees	\$9,168,700	\$11,316,700	\$12,952,000
	Other Governments and Agencies	0	0	0
	Other Program Revenue	0	0	0
	<b>Total Program Revenue</b>	<b>\$9,168,700</b>	<b>\$11,316,700</b>	<b>\$12,952,000</b>
	Non-program Revenue	0	0	0
	Transfers From Other Funds and Units	252,500	252,500	0
	<b>Total Revenues</b>	<b>\$9,421,200</b>	<b>\$11,569,200</b>	<b>\$12,952,000</b>
<b>Positions</b>	Total Budgeted Positions	133	143	137
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## Line of Business and Program

### Strategic Resource Allocation and Management

Results Matter Design, Deployment and Integration  
 Cost Planning and Management  
 Budget Planning and Management  
 Investor Relations  
 Investment Committees Support  
 Real Property Project Administration  
 Grants Assessment and Resource  
 Getting Priorities Straight

### Business Integrity and Accountability

Compliance Monitoring and Accountability  
 Audit Advisory Consultation  
 Financial Control and Compliance  
 Performance Audit  
 Performance Measure Certification

### Business Support and Solutions

Business Systems Administration  
 Enterprise Business Systems (EBS)  
 Procurement  
 Minority and Small Business Assistance  
 Cash Operations  
 Accounts Payable  
 Accounting  
 Financial Accounting Solutions and Training  
 Comprehensive Annual Financial Reporting  
 Pension Payroll Operations  
 Employee Payroll Operations  
 Real Estate Management

### Executive Leadership

Executive Leadership

### Administrative

Non-allocated Financial Transactions

# 15 Finance-At a Glance



<b>Mission</b>	The mission of the Department of Finance is to provide financial management, information, and business products to policy makers, departments, agencies, investors, and the Nashville Community so they can have confidence in Metro Government, make informed decisions, and achieve their results.
<b>Goals</b>	<p>Finance will provide integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's departmental key results by December 2007.</p> <p>By December 2007, Metro Government policymakers will have cost data to better inform their decisions and drive operational efficiencies as evidenced by:</p> <ul style="list-style-type: none"> <li>• 100% of Metro Government departments/agencies will have a cost allocation plan approved by and on file with the Office of Management and Budget.</li> <li>• 100% of central service government functions will have an internal service fund rate structure and update it annually.</li> <li>• 100% of targeted Metro departments/agencies that provide products outside of the government on a fee for service basis have identified the full cost for providing those products.</li> </ul> <p>Policymakers and citizens will have clear, reliable information on how tax dollars were spent and understand the value they are getting in terms of results as measured by all Mayoral departments/agencies implementing Results Matter by September 2007.</p> <p>By June 2008, Metro Nashville Government will achieve a cumulative savings of 100 million dollars based on FY05 budgeted expenses through increased efficiencies in operations and increased non-tax revenue.</p>

## Budget Change and Result Highlights FY 2007

Recommendation		Result
<b>Planning and Management Activities</b>		
Reduction in consulting and printing expenses	\$(92,700)	Minimal impact to program results
<b>Procurement</b>		
Elimination of 1 FTE, salary and support costs	(56,200) (1.0 FTE)	Reduction will affect the program's ability to reduce costs through the effective use of eProcurement technologies.
<b>Accounting Program</b>		
Elimination of two Finance Officer 1 positions	(93,300) (2.0 FTEs)	No impact to program results based on efficiencies gained through Enterprise Business Systems
<b>Treasury Cash Operations</b>		
Eliminate Finance Officer 3 and Office Support Rep 3 positions	(96,300) (2.0 FTEs)	Elimination of these positions would require the shift of essential functions to other Treasury staff
Self-funded debt repayment	338,900	Amount required to repay borrowed funds to complete Cash Management Software program
<b>Pension Payroll Program</b>		
Transfer of Finance Officer 2 position to Human Resources department	(55,400) (1.0 FTE)	Function and position are moving to Human Resources department, no impact to program results.

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## Budget Change and Result Highlights FY 2007

Recommendation		Result
<b>Non-Allocated Financial Transactions</b>		
Pay Plan/Fringe Amounts	687,000	Supports the hiring and retention of a qualified workforce
Technology Revolving Fund Charge	107,000	Payment to ITS Revolving Fund for replacement computers
Safety Risk Management Premiums	86,100	Coverage of safety and risk management premiums and activities
<b>Internal Service Charges</b>		
Finance Charge	137,900	Delivery of core financial functions including accounting, payroll, budgeting, and internal audit
Human Resources Charge	(17,100)	Delivery of core human resources functions including hiring, training, and evaluation/management
Information Systems Charge	328,900	Delivery of core information technology functions including desktop support, help desk, network support & maintenance, application support, and voice connectivity
Facilities Maintenance & Security Charge	11,500	Delivery of facility maintenance and associated security functions
Shared Business Office Charge	194,200	Delivery of administrative support functions
Shared Services Charge	1,000	Delivery of centralized payment services
Customer Call Center Charge	(5,200)	Telephone access to information for Metro employees, the residents of Nashville, and other callers
Fleet Management Charge	2,400	Delivery of fleet management, fuel services, and maintenance functions
Postal Service Charge	(18,900)	Delivery of mail across the Metropolitan Government
Surplus Property Charge	4,100	Handling and disposition of surplus property
TOTAL	\$1,463,900 (6.0 FTEs)	

## Performance Information Highlights

### Performance Measure Certification

The Performance Measure Certification Unit reviewed all key result measures for the Finance Department for FY 2004-05. Measures were either certified, meaning the measure was aligned, documented, and reliable or not certified (NC), meaning the measure did not meet the established criteria. For FY 2005, only certified measures appear in the Operating Budget Book.

	Certified	Reported, Not Certified	Not Reported
Number of Programs:	83%	14%	3%
Program Budget Dollars:	78%	21%	1%

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**Strategic Resource Allocation and Management Line of Business** - The purpose of the Strategic Resource Allocation and Management line of business is to provide knowledge, planning, advisory and consultation products to Metro departments and agencies, policymakers and the Nashville community and investors so they can make better informed decisions and have confidence that Metro is using public resources in the most effective and efficient way possible.

## Results Matter Design, Deployment and Integration Program

The purpose of the Results Matter Design, Deployment and Integration Program is to provide Managing for Results products to Metro Government policy makers, departments and agencies so they can use performance information to make policy, resource, and operations improvement decisions and tell taxpayers what they are getting for their money in terms of results.

## Results Narrative

The proposed budget for the Results Matter Design, Deployment and Integration Program includes maintaining the current level of funding for FY 07. With current funding, this program is still positioned to complete the strategic planning process for all Mayoral agencies by the end of FY 07. As a result, the program will be able to improve upon the percentage of customers who respond that they are using Managing for Results data to make decisions from 52% in FY 05 to 65% in FY 07. This program directly supports the departmental goal of providing clear reliable information on how tax dollars are spent so that customers know the value they are getting in terms of results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$232,100	\$228,022	\$259,100	...	\$259,100
<b>FTEs:</b> Internal Service Fund	2.5	2.5	3.0	...	3.0
<b>Results</b>					
Percentage of customers who respond that they are using Managing for Results data to make decisions	NR	52%	40%	NR	65%

## Cost Planning and Management Program

The purpose of the Cost Planning and Management Program is to provide planning, implementation and support products to Metro departments and agencies so they can manage key product costs within predetermined performance targets and use the cost information to make resource and operational improvement decisions.

## Results Narrative

The proposed budget for the Finance OMB Cost Planning Program includes maintaining funding at the current level for FY07. This program will continue to work with departments to help them understand the costs associated with their business by providing training, consultations and by developing tools and plans to assess and identify their costs in order for the departments to use cost information to make informed decisions. The levels of positions and training resources in FY 06 was retained for FY 07 in order to prevent delays in providing cost consultations and to help ensure that cost information is available and used effectively in order to raise the key result for this program.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$113,800	\$120,594	\$200,400	...	\$200,400
<b>FTEs:</b> Internal Service Fund	1.5	1.5	2.0	...	2.0
<b>Results</b>					
Percentage of agencies using cost information for resource and operational improvement decisions	NR	NC	40%	NR	50%

# 15 Finance-At a Glance



## Budget Planning and Management Program

The purpose of the Budget Planning and Management Program is to provide budgetary assistance, information, and documentation products to the Mayor, Council, and Metro departments and agencies so they can make timely, well informed budgetary decisions and so they can manage their budget results.

## Results Narrative

The proposed budget for the Budget Planning and Management Program includes a reduction of \$15,000 for FY 07. This reduction represents the amount saved by eliminating the printing of the final operating budget book. There will be no negative impact on results or goals in FY 2007. This program supports the Department of Finance goal providing integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's budgeted departmental key results by 2007.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$1,087,500	\$1,036,603	\$1,230,100	...	\$1,215,100
<b>FTEs:</b> Internal Service Fund	13.0	13.0	13.0	...	13.0

### Results

Percentage of customers (Mayor, Council Members and Departments/Agencies) who report they have the information they need to make timely, well informed budgetary decisions

NA	73%	NA	NR	85%
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## Investor Relations Program

The purpose of the Investor Relations Program is to provide debt management products to investors and the Metro Government so they can: Investors-Purchase Metro debt and have confidence as an Investor. Metro Government - Issue debt at the lowest cost.

## Results Narrative

The proposed budget for the Investor Relations Program includes maintaining funding at the current level for FY 07. The key result measure for the Investor Relations Program is to insure that Metro meets the deadlines for filing continuous disclosure statements 100% of the time. With the status quo budget in FY 07, the program will continue to meet all required filings.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$155,500	\$156,957	\$177,400	...	\$177,400
<b>FTEs:</b> Internal Service Fund	2.0	2.0	2.0	...	2.0

### Results

Percentage of time Metro Nashville Government meets SEC deadline for filing disclosure statements

NR	100%	100%	100%	100%
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## Investment Committee Support Program

The purpose of the Investment Committee Support Program is to provide administrative and operational support products to the Investment Committee so they can ensure that money managers meet or exceed their benchmark within approved risk levels.

## Results Narrative

The proposed budget for the Investment Committee Support Program includes maintaining the current level of funding for FY 07. The Treasurer has support responsibility for 3 investment committees. Investment performance is reviewed at 12 committee meetings per year. With the status quo budget in FY07, the same number of meetings will be held and the current level of support will be maintained for each committee.

### Program Budget & Performance Summary

		2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b>	Internal Service Fund	\$184,000	\$203,475	\$207,900	...	\$207,900
<b>FTEs:</b>	Internal Service Fund	1.0	1.0	1.0	...	1.0

### Results

Percentage of time Metro composite 5-year rate of return meets or exceeds the Policy Index benchmarks within approved risk levels

NA	100%	100%	100%	100%
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## Real Property Project Administration Program

The purpose of the Real Property Project Administration Program is to provide Metro departments and agencies with the necessary facilities space-needs planning and management products that will enable them to effectively deliver their services while operating in a safe, healthy, and accessible work environment.

## Results Narrative

The proposed budget for the Real Property Project Administration Program includes maintaining funding at the current level for FY 07. The current level of funding will enable the department to maintain the current level of projects that are completed on time and within budget. This program directly supports the departmental mission to provide financial management, information, and business products to policymakers, departments, agencies, investors, and the Nashville Community so they can have confidence in Metro Government, make informed decisions and achieve their results.

### Program Budget & Performance Summary

		2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b>	Internal Service Fund	\$1,246,300	\$1,192,351	\$1,406,800	...	\$1,406,800
<b>FTEs:</b>	Internal Service Fund	16.0	16.0	15.0	...	15.0

### Results

Percentage of projects completed on time and within budget

NR	65%	60%	40%	66%
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## Grants Assessment and Resource Program

The purpose of the Grants Assessment and Resource Program is to provide grant funding development, assessment, and technical assessment products to Metro departments and agencies so they can win, collect, and retain grant funds.

## Results Narrative

The proposed budget for the Grants Assessment and Resource Program includes maintaining funding at the current level for FY07. The program's key result measure directly supports the goal for the Department of Finance that says that Finance will provide integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's budgeted departmental key results by 2007.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$186,600	\$143,330	\$221,200	...	\$221,200
<b>FTEs:</b> Internal Service Fund	2.0	2.0	2.0	...	2.0
<b>Results</b>					
Percentage of awarded grant revenue expended that is actually collected	NA	NA	NA	NR	NR

## Getting Priorities Straight Program

The purpose of the Getting Priorities Straight Program is to provide technology investment products to IT investment decision makers so they can make informed IT investment decisions.

## Results Narrative

The proposed budget for the Getting Priorities Straight Program includes maintaining funding at the current level for FY 07. The current level of funding is necessary to maintain the percentage of IT investment decisions based upon adequate information. This program directly supports the departmental mission to provide financial management, information, and business products to policymakers, departments, agencies, investors, and the Nashville Community so they can have confidence in Metro Government, make informed decisions and achieve their results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$63,000	\$56,363	\$62,700	...	\$62,700
<b>FTEs:</b> Internal Service Fund	1.5	1.5	1.5	...	1.5
<b>Results</b>					
Percentage of IT investment decisions based upon adequate information	NR	81%	NR	NR	NR

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**Business Integrity and Accountability Line of Business** – The purpose of the Business Integrity and Accountability line of business is to provide performance audit, financial control and compliance, monitoring and special project reports products to Policymakers and Metro departments and agencies so they can make timely, informed decisions to improve operations, controls and processes and be assured that Metro programs are compliant with applicable regulations.

## Compliance Monitoring and Accountability Program

The purpose of the Compliance Monitoring and Accountability Program is to provide financial and programmatic monitoring reports, special reviews reports, consultations, and training products to Metro departments, agencies and policymakers so they can be assured of the integrity of Metro Government's programs and compliance with applicable federal, state and local regulations.

## Results Narrative

The proposed budget for the Compliance Monitoring and Accountability Program includes maintaining the current level of funding for FY 07. With current funding this program will continue to provide the same level of results for this program which are the percentage of Metro programs in compliance with applicable federal, state and local regulations. This program supports most of the Department of Finance goals and the mission.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$292,600	\$268,450	\$340,700	...	\$340,700
<b>FTEs:</b> Internal Service Fund	4.0	4.0	4.0	...	4.0
<b>Results</b>					
Percentage of Metro programs in compliance with applicable federal, state and local regulations	66%	45%	NR	NR	50%

## Audit Advisory Consultation Program

The purpose of the Audit Advisory Consultation Program is to provide operational evaluation and consultation products to Metro departments and agencies so they can improve their processes.

## Results Narrative

The proposed budget for the Audit Advisory Consultation Program includes maintaining funding at the current level for FY 07. This program will continue to provide operational evaluation and consultation products to other Metro departments. The program provides both Implementation Consultations (supporting departments with implementing recommendations) and Special Project Reports to support the goal of policymakers and citizens having reliable information on spending and on results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$148,800	\$125,109	\$145,800	...	\$145,800
<b>FTEs:</b> Internal Service Fund	1.5	1.5	1.5	...	1.5
<b>Results</b>					
Percentage of departments reporting value added as a result of solutions provided	NR	63%	75%	63%	75%



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## Financial Control and Compliance Program

The purpose of the Financial Control and Compliance Program is to provide audit reporting products to policymakers and Metro departments and agencies so they can have fairly stated financial statements, improve internal controls and make timely decisions aware of compliance with applicable policy requirements.

## Results Narrative

The proposed budget for the Financial Control and Compliance Program includes maintaining funding at the current level for FY 07. This program will continue to provide audit reporting products to policymakers and Metro departments. This program produces control/compliance audit reports, investigation reports, externally audited CAFR opinions, management letter implementation reports, a conflict of interest report, audit committee agendas/minutes and implementation monitoring reports to support the goal of policymakers and citizens having reliable information on spending and on results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$272,500	\$130,056	\$266,600	...	\$266,600
<b>FTEs:</b> Internal Service Fund	4.0	4.0	4.0	...	4.0

### Results

Percentage of financial and compliance audit comments implemented and/or resolved within planned time frames as agreed with the department

NR	66%	40%	66%	70%
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## Performance Audit Program

The purpose of the Performance Audit Program is to provide audit and implementation monitoring products to policymakers and Metro departments and agencies so they can measurably improve their efficiency, operational results, internal controls and effectiveness of operations.

## Results Narrative

The proposed budget for the Performance Audit Program includes maintaining funding at the current level for FY 07. The current level of funding is necessary to maintain the program results of the 75% of performance audit recommendations implemented/resolved within planned time frames as agreed with the departments. This program supports the Department of Finance goal providing integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's budgeted departmental key results by 2007.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$325,900	\$421,861	\$334,000	...	\$334,000
<b>FTEs:</b> Internal Service Fund	4.5	4.5	4.5	...	4.5

### Results

Percentage of performance audit comments implemented and/or resolved within planned time frames as agreed with the departments

NR	76%	75%	75%	75%
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## Performance Measure Certification Program

The purpose of the Performance Measure Certification Program is to provide certification and consultation products to policymakers and departments so they can make better informed resource allocation and operational decisions.

## Results Narrative

The proposed budget for the Performance Audit Program includes maintaining funding at the current level for FY 07. The current level of funding is necessary to maintain the program results of the 75% of performance audit recommendations implemented/resolved within planned time frames as agreed with the departments. This program supports the Department of Finance goal providing integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's budgeted departmental key results by 2007.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$105,900	\$81,270	\$105,700	...	\$105,700
<b>FTEs:</b> Internal Service Fund	1.0	1.0	1.0	...	1.0
<b>Results</b>					
Percentage of time certification report is issued by the due date	NA	100%	NA	NA	NA
Percentage of policymakers who indicate that certification information was informative and useful in making resource allocation decisions	NA	NA	80%	80%	80%

**Business Support and Solutions Line of Business –** The purpose of the Business Support and Solutions line of business is to provide financial, business development, capital asset management and technology products to Metro departments and agencies so they can improve their business processes and functions and assist the Nashville Business Community in conducting business with Metro.

## Business Systems Administration Program

The purpose of the Business Systems Administration Program is to provide business technology support products to Metro departments and agencies so they can use business systems to conduct business.

## Results Narrative

The proposed budget for the Business Systems Administration Program includes maintaining the current level of funding for FY 07. The primary responsibility of this program is to provide business technology support products to Metro departments and agencies. The current level of funding will enable the program to meet the result measure that speaks to the percentage of service requests resolved accurately within the agreed upon time.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$125,700	\$230,513	\$137,500	...	\$137,500
<b>FTEs:</b> Internal Service Fund	1.0	1.0	1.0	...	1.0
<b>Results</b>					
Percentage of time JDEdwards is available during advertised hours of operations	NA	100%	NA	NA	NA

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## Enterprise Business Systems (EBS) Program

The purpose of the Enterprise Business Systems (EBS) Program is to provide business technology products to Metro departments and agencies so they can improve their business processes.

## Results Narrative

The proposed budget for the Enterprise Business Systems Program includes maintaining funding at the current level for FY 07. The current level of funding is necessary to maintain the level of implementation support that will be provided to our customers. This program directly supports the departmental goal of providing support that helps focus Metro's resources on customers.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$784,100	\$672,685	\$868,700	...	\$868,700
<b>FTEs:</b> Internal Service Fund	7.5	7.5	8.5	...	8.5
<b>Results</b> Percentage of surveyed departments that agree that the implementation of business systems improved their business processes	NA	33%	NR	NR	NR

## Procurement Program

The purpose of the Procurement Program is to provide procurement and customer service products to Metro departments and agencies so they can issue a purchase order for goods and services at the best value in a timely manner.

## Results Narrative

The proposed budget for the Procurement Program includes a reduction of 1 FTE including \$56,200. This may impact the implementation of eProcurement technologies, but the program should be able to manage within remaining resources due to efficiencies gained from that system. This reduction may also minimally impact the departmental goal of providing sound information to policy makers, departments, agencies, investors, and the Nashville community so they can have confidence in Metro Government, make informed decisions, and achieve their desired results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$987,100	\$1,068,830	\$1,561,100	...	\$1,504,900
<b>FTEs:</b> Internal Service Fund	12.0	12.0	17.0	...	16.0
<b>Results</b> Percentage of customers who say they were able to purchase goods and services at the best value in a timely manner	NA	NA	NA	NR	NR

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## Minority and Small Business Assistance Program

The purpose of the Minority and Small Business Assistance Program is to provide business development and information products to minority and small businesses so they will be ready to do business with Metro Government and other buying entities and thereby increase their revenue.

## Results Narrative

The proposed budget for the Minority and Small Business Assistance Program includes maintaining the current level of funding for FY 07. The current level of funding now in place is required to effectively manage the Non Discrimination in Purchasing and Contracting Program and to ensure that adequate certification management is engaged to verify the small and disadvantaged status of the vendors with whom Metro does business. This program is key to the Finance Department goal of providing policymakers and citizens with clear, reliable information on how tax dollars were spent.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> GSD General Fund	\$369,300	\$412,810	\$512,600	...	\$512,600
<b>FTEs:</b> GSD General Fund	4.0	4.0	6.0	...	6.0

### Results

Percentage of total surveyed minority and small businesses who report an increase in revenue directly attributable to program activities

NR	6%	NR	NR	NR
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## Cash Operations Program

The purpose of the Cash Operations Program is to provide receipt, disbursement and information products to the Metro Government so it can maximize earnings and satisfy financial commitments.

## Results Narrative

The proposed budget for the Cash Operation Program includes a cut of \$96,300 for two positions for FY 07. The elimination of these positions will require the shift of essential functions to other Treasury staff. The proposed budget also includes a self-funded debt payment transfer of \$338,900 for cash management software for FY 07. This improvement will support the program result measure of measuring the percent of time Metro's core operational bank account balances meet policy guidelines.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$555,600	\$464,521	\$659,400	...	\$902,000
<b>FTEs:</b> Internal Service Fund	10.0	10.0	9.0	...	7.0

### Results

Percentage of time Metro's core operational bank account balances meet Policy Guidelines

NA	93%	100%	96%	98%
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## Accounts Payable Program

The purpose of the Accounts Payable Program is to provide vendor payment products to Metro departments and agencies so they can have the goods and services they need to achieve their results.

## Results Narrative

The proposed budget for the Accounts Payable Program includes maintaining funding at the current level for FY07. The current level of funding will ensure that the program achieves its results. This program supports the Department of Finance goal of providing integrated, aligned business products and support that help focus Metro's resources on customers as represented by the achievement of 90% of Metro's budgeted departmental key results by 2007.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$373,300	\$354,552	\$362,100	...	\$362,100
<b>FTEs:</b> Internal Service Fund	7.0	7.0	7.0	...	7.0
<b>Results</b> Percentage of payments made in an accurate and timely manner	NA	61%	NR	NR	NR

## Accounting Program

The purpose of the Accounting Program is to provide financial policy, support, and general accounting products to policymakers and Metro departments and agencies so they can make timely, well-informed decisions and have confidence in the financial data.

## Results Narrative

The proposed budget for the Accounting Program includes a reduction of \$93,300 for 2 FTEs for FY 07. Because of efficiencies gained through use of technology including implementation of Enterprise One this reduction is not expected to negatively impact this program's ability to maintain current and complete financial records to support Metro-wide financial management. This program supports the Department of Finance goal to increase savings through increased efficiencies in operations.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$814,500	\$862,088	\$1,131,600	...	\$1,038,300
<b>FTEs:</b> Internal Service Fund	12.5	12.5	13.5	...	11.5
<b>Results</b> Percentage of time department managers have timely financial information by 11 <sup>th</sup> day (or the first business day after) of the month following the accounting close	NA	NC	NR	NR	NR

## Financial Accounting Solutions and Training Program

The purpose of the Financial Accounting Solutions and Training Program is to provide accounting related system support products to Metro departments and agencies so they can improve their ability to report information to their customers.

## Results Narrative

The proposed budget for the Financial Applications System Support Program includes maintaining funding at the current level for FY 07. The current level of funding will enable the program to meet the result measure of percentage of departments and agencies that report that the application of system support products increased their ability to report information to customers.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$151,000	\$156,753	\$150,100	...	\$150,100
<b>FTEs:</b> Internal Service Fund	1.0	1.0	1.0	...	1.0
<b>Results</b> Percentage of departments and agencies that report that the application of system support products increased their ability to report information to customers	NR	NR	NR	NR	100%

# 15 Finance-At a Glance



## Comprehensive Annual Financial Reporting Program

The purpose of the Comprehensive Annual Financial Reporting Program is to provide audited financial statements, and other year-end financial reporting products to policymakers, Metro departments and agencies and external investors so they can have confidence in the integrity of the financial condition of the Metropolitan Government.

## Results Narrative

The proposed budget for the Comprehensive Annual Financial Reporting Program includes maintaining funding at the current level for FY 07. Status quo funding will ensure that this program will continue to meet the current level of results.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$161,400	\$155,772	\$231,000	...	\$231,000
<b>FTEs:</b> Internal Service Fund	2.0	2.0	2.0	...	2.0
<b>Results</b>					
Percentage of time receiving Award of Certificate of Achievement for excellence in financial reporting	100%	100%	NR	100%	100%

## Pension Payroll Operations Program

The purpose of the Pension Payroll Operations program is to provide pension payment products to retirees so they can be assured of accurate and timely compensation.

## Results Narrative

The proposed budget for the Pension Payroll Operations Program includes a reduction of \$55,400 for 1 FTE which represents a position being transferred from the Department of Finance to the Human Resources Department. This transfer will better align products between Finance and Human Resources. The result for this program is the percent of pensioners on payroll 30 days after retirement. This program supports the goals and mission of the Department of Finance.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$291,000	\$168,796	\$310,200	...	\$254,800
<b>FTEs:</b> Internal Service Fund	5.0	5.0	5.0	...	4.0
<b>Results</b>					
Percentage of pensioners on payroll within 30 days of retirement	NA	99%	NR	NR	100%

## Employee Payroll Operations Program

The purpose of the Employee Payroll Operations Program is to provide payroll disbursement products to employees so they can be assured of accurate and timely compensation.

## Results Narrative

The proposed budget for the Employee Payroll Program includes maintaining funding at the current level for FY 07. The current level of funding is necessary to maintain the result measure performance of 100% of statutory reports completed accurately and on time. This program supports the goals and mission of the Department of Finance.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$660,900	\$865,295	\$827,300	...	\$827,300
<b>FTEs:</b> Internal Service Fund	7.0	7.0	9.0	...	9.0
<b>Results</b>					
Percentage of statutory reports completed accurately and on time	NA	100%	NR	100%	100%

# 15 Finance-At a Glance



## Real Estate Management Program

The purpose of the Real Estate Management Program is to provide real estate acquisition and disposal products to Metro departments and agencies so they can acquire / dispose of real estate that meets their pre-determined real estate requirements.

## Results Narrative

The proposed budget for the Real Estate Management Program includes maintaining the current level of funding for FY07. This program measures its success based upon transactions that meet predetermined real estate requirements. Status quo funding is necessary to ensure the current level of performance for this program.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> Internal Service Fund	\$301,000	\$309,976	\$371,800	...	\$371,800
<b>FTEs:</b> Internal Service Fund	3.0	3.0	3.0	...	3.0
<b>Results</b>					
Percentage of completed real estate transactions that meet predetermined real estate requirements	NR	98%	100%	100%	98%

**Executive Leadership Line of Business** - The purpose of the Executive Leadership line of business is to provide business policy and decision products to this Metro department so it can deliver results for customers.

## Executive Leadership Program

The purpose of the Executive Leadership Program is to provide business policy and decision products to this department so it can deliver results for customers.

## Results Narrative

The proposed budget for the Executive Leadership Program includes a reduction of \$77,700 in consulting and other expenses for FY 07. This program will continue to provide business policy and decision products so that results can be achieved for customers. This program supports all of the operational programs and strategic goals of the Department.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> GSD General Fund	\$810,100	\$677,460	\$847,100	...	\$769,400
<b>FTEs:</b> GSD General Fund	6.0	6.0	6.0	...	6.0
<b>Results</b>					
Percentage of departmental key results achieved	NR	NR	NR	NR	NR

**Administrative Line of Business** - The purpose of the Administrative line of business is to provide administrative support products to departments so they can efficiently and effectively deliver results for customers.

## Non-allocated Financial Transactions Program

The purpose of the Non-allocated Financial Transactions Program is to provide budgeting and accounting products related to interfund transfers and non-program-specific budgetary adjustments to the department and the Metropolitan Government so they can include such transactions in the department's financial records.

## Results Narrative

The amount budgeted in this program represents adjustments related to pay plan, benefits, safety and risk management premiums and internal service fees. These adjustments will be allocated to individual programs by the department in FY07. For a detailed description, see the Budget Change and Results Highlights page.

### Program Budget & Performance Summary

	2005 Budget	2005 Actual	2006 Budget	2006 1 <sup>st</sup> Half	2007 Budget
<b>Program Budget:</b> GSD General Fund	...	\$345,576	\$0	...	\$ 158,800
Internal Service Fund	...	...	\$0	...	<u>\$1,360,100</u>
Total	...	...	...	...	\$1,518,900

# 15 Finance-Financial



## GSD General Fund

	FY 2005 Budget	FY 2005 Actuals	FY 2006 Budget	FY 2007 Budget
<b>OPERATING EXPENSES:</b>				
Personal Services	901,600	826,074	1,084,900	1,039,800
OTHER SERVICES:				
Utilities	600	-3	0	0
Professional and Purchased Services	155,200	143,015	152,200	125,000
Travel, Tuition, and Dues	6,000	2,633	9,700	7,600
Communications	3,400	3,148	8,400	2,700
Repairs and Maintenance Services	200	582	200	200
Internal Service Fees	104,400	104,523	92,900	227,200
<b>TOTAL OTHER SERVICES</b>	<b>269,800</b>	<b>253,898</b>	<b>263,400</b>	<b>362,700</b>
Other Expense	8,000	10,298	11,400	38,300
Pension, Annuity, Debt, & Other Costs	0	0	0	0
Special Projects	0	0	0	0
Equipment, Buildings & Land	0	0	0	0
<b>TOTAL OPERATING EXPENSE</b>	<b>1,179,400</b>	<b>1,090,269</b>	<b>1,359,700</b>	<b>1,440,800</b>
<b>Transfers to Other Funds and Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSE AND TRANSFERS</b>	<b>1,179,400</b>	<b>1,090,269</b>	<b>1,359,700</b>	<b>1,440,800</b>
<b>PROGRAM REVENUE:</b>				
Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Fed Through State Pass-Through	0	0	0	0
Fed Through Other - Pass Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
<b>Subtotal Other Governments &amp; Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Program Revenue	0	0	0	0
<b>TOTAL PROGRAM REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-PROGRAM REVENUE:</b>				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Tax, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers From Other Funds and Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# 15 Finance-Financial



## Special Purpose Funds

	FY 2005 Budget	FY 2005 Actuals	FY 2006 Budget	FY 2007 Budget
<b>OPERATING EXPENSES:</b>				
Personal Services	8,197,800	7,986,145	9,550,800	9,936,600
OTHER SERVICES:				
Utilities	0	0	0	0
Professional and Purchased Services	25,300	67,877	23,600	18,600
Travel, Tuition, and Dues	134,300	70,814	158,700	158,700
Communications	80,900	66,596	88,500	59,900
Repairs and Maintenance Services	27,100	39,700	25,600	25,600
Internal Service Fees	771,400	1,252,823	1,536,300	2,171,400
<b>TOTAL OTHER SERVICES</b>	<b>1,039,000</b>	<b>1,497,810</b>	<b>1,832,700</b>	<b>2,434,200</b>
Other Expense	380,500	317,503	184,700	241,300
Pension, Annuity, Debt, & Other Costs	1,800	18,340	0	0
Special Projects	0	0	0	0
Equipment, Buildings & Land	0	0	0	0
<b>TOTAL OPERATING EXPENSE</b>	<b>9,619,100</b>	<b>9,819,799</b>	<b>11,568,200</b>	<b>12,612,100</b>
<b>Transfers to Other Funds and Units*</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>339,900</b>
<b>TOTAL EXPENSE AND TRANSFERS</b>	<b>9,620,100</b>	<b>9,819,799</b>	<b>11,569,200</b>	<b>12,952,000</b>
<b>PROGRAM REVENUE:</b>				
Charges, Commissions, & Fees	9,168,700	9,471,717	11,316,700	12,952,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Fed Through State Pass-Through	0	0	0	0
Fed Through Other - Pass Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
<b>Subtotal Other Governments &amp; Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Program Revenue	0	136,201	0	0
<b>TOTAL PROGRAM REVENUE</b>	<b>9,168,700</b>	<b>9,607,918</b>	<b>11,316,700</b>	<b>12,952,000</b>
<b>NON-PROGRAM REVENUE:</b>				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Tax, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers From Other Funds and Units</b>	<b>252,500</b>	<b>252,587</b>	<b>252,500</b>	<b>0</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>9,421,200</b>	<b>9,860,505</b>	<b>11,569,200</b>	<b>12,952,000</b>

\* Transfer to debt service fund for self-funded debt repayment for Office of the Treasury.

# 15 Finance-Financial



			FY 2005		FY 2006		FY 2007	
<u>Class</u>	<u>Grade</u>		<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
<b>GSD General 10101</b>								
Admin Spec	07720	SR1100	1	1.00	1	1.00	1	1.00
Admin Svcs Officer 2	07243	SR0800	1	1.00	1	1.00	1	1.00
Business Development Officer	06699	SR1200	1	1.00	1	1.00	1	1.00
Finance Admin	10108	SR1300	1	1.00	1	1.00	1	1.00
Finance Deputy Dir	07704	SR1600	1	1.00	1	1.00	1	1.00
Finance Dir	01570	DP0300	1	1.00	1	1.00	1	1.00
Finance Mgr	06232	SR1400	2	2.00	2	2.00	2	2.00
Finance Officer 2	10151	SR1000	1	1.00	2	2.00	2	2.00
Finance Officer 3	10152	SR1200	0	0.00	1	1.00	1	1.00
Office Support Spec 1	10123	SR0700	1	1.00	1	1.00	1	1.00
<b>Total Positions &amp; FTE</b>			<b>10</b>	<b>10.00</b>	<b>12</b>	<b>12.00</b>	<b>12</b>	<b>12.00</b>
<b>Facilities Planning/Constructi 51100</b>								
Admin Svcs Mgr	07242	SR1300	0	0.00	0	0.00	3	1.00
Finance Admin	10108	SR1300	2	2.00	2	2.00	0	2.00
Finance Asst Dir	06108	SR1500	1	1.00	1	1.00	1	1.00
Finance Mgr	06232	SR1400	2	2.00	2	2.00	2	2.00
Finance Officer 2	10151	SR1000	1	1.00	1	1.00	1	1.00
Office Support Spec 1	10123	SR0700	1	1.00	1	1.00	0	1.00
Office Support Spec 2	10124	SR0800	0	0.00	0	0.00	1	1.00
Special Projects Mgr	07762	SR1500	1	1.00	0	0.00	0	0.00
Technical Specialist 1	07756	SR1100	9	9.00	9	9.00	7	9.00
Technical Specialist 2	07757	SR1200	2	2.00	2	2.00	3	2.00
<b>Total Positions &amp; FTE</b>			<b>19</b>	<b>19.00</b>	<b>18</b>	<b>18.00</b>	<b>18</b>	<b>18.00</b>
<b>Finance Services 51115</b>								
Admin Svcs Mgr	07242	SR1300	0	0.00	1	1.00	1	1.00
Admin Svcs Officer 2	07243	SR0800	1	1.00	1	1.00	1	1.00
Admin Svcs Officer 3	07244	SR1000	1	1.00	1	1.00	1	1.00
Application Tech 1	10100	SR0700	8	8.00	8	8.00	8	8.00
Application Tech 2	10102	SR0800	7	7.00	7	7.00	6	6.00
Auditing Mgr	02580	SR1500	1	1.00	1	1.00	1	1.00
Finance Admin	10108	SR1300	7	7.00	8	8.00	8	8.00
Finance Asst Dir	06108	SR1500	1	1.00	1	1.00	1	1.00
Finance Deputy Dir	07704	SR1600	1	1.00	1	1.00	1	1.00
Finance Mgr	06232	SR1400	7	7.00	7	7.00	7	7.00
Finance Officer 1	10150	SR0800	3	3.00	5	5.00	3	3.00
Finance Officer 2	10151	SR1000	15	15.00	16	16.00	15	15.00
Finance Officer 3	10152	SR1200	21	21.00	25	25.00	25	25.00
Finance Spec	10153	SR1100	4	3.50	4	3.50	4	3.50
Info Systems App Analyst 1	07779	SR1000	1	1.00	1	1.00	1	1.00
Info Systems App Analyst 3	07783	SR1200	3	3.00	3	3.00	3	3.00
Info Systems App Tech 2	07785	SR0900	2	2.00	2	2.00	2	2.00
Info Systems Mgr	07782	SR1300	1	1.00	1	1.00	1	1.00

# 15 Finance-Financial



			FY 2005		FY 2006		FY 2007	
<u>Class</u>	<u>Grade</u>		<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
<b>Finance Services 51115 (Continued)</b>								
Information Systems Advisor 1	07234	SR1300	2	2.00	3	3.00	3	3.00
Office Support Mgr	10119	SR0900	1	1.00	1	1.00	1	1.00
Office Support Spec 2	10124	SR0800	2	2.00	2	2.00	2	2.00
Purchasing Agent	04000	SR1400	1	1.00	1	1.00	1	1.00
Stores Mgr	06180	SR1000	1	1.00	1	1.00	1	1.00
<b>Total Positions &amp; FTE</b>			<b>91</b>	<b>90.50</b>	<b>101</b>	<b>100.50</b>	<b>97</b>	<b>96.50</b>
<b>Treasury Management 51180</b>								
Finance Admin	10108	SR1300	1	1.00	1	1.00	1	1.00
Finance Asst Dir	06108	SR1500	0	0.00	0	0.00	1	1.00
Finance Mgr	06232	SR1400	2	2.00	2	2.00	2	2.00
Finance Officer 1	10150	SR0800	2	2.00	2	2.00	2	2.00
Finance Officer 2	10151	SR1000	2	2.00	2	2.00	2	2.00
Finance Officer 3	10152	SR1200	3	3.00	2	2.00	0	0.00
Metropolitan Treasurer	03160	SR1500	1	1.00	1	1.00	1	1.00
Office Support Rep 3	10122	SR0600	2	2.00	2	2.00	1	1.00
<b>Total Positions &amp; FTE</b>			<b>13</b>	<b>13.00</b>	<b>12</b>	<b>12.00</b>	<b>10</b>	<b>10.00</b>
<b>Department Totals</b>			<b>133</b>	<b>132.50</b>	<b>143</b>	<b>142.50</b>	<b>137</b>	<b>136.50</b>